

Terms of Reference

ETHNIC PEOPLES ADVISORY PANEL

DISABILITY ADVISORY PANEL

PACIFIC PEOPLES ADVISORY PANEL

RAINBOW COMMUNITIES ADVISORY PANEL

SENIORS ADVISORY PANEL

YOUTH ADVISORY PANEL



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Terms of Reference

The Terms of Reference set out the purpose, role and protocols of the Panel.

Panel members will also be expected to abide by the Code of Conduct for members of Auckland Council advisory panels.

Purpose

The purpose of the panels is to provide strategic advice to the Council on issues of significance to their communities and to advise on effective engagement by Council with those communities.

“Council” comprises both the Governing Body and Local Boards. The Governing Body has responsibilities for regional and regulatory matters and Local Boards for local matters.

Outcomes

The Panel will provide advice through an agreed annual work programme, integrated wherever possible, with other panels and approved by the Regional Strategy and Policy Committee.

Annual work programme

An annual work programme will be agreed between the Panel and Council and integrated, wherever possible, with other panels and approved by the Regional Strategy and Policy Committee.

The Council will advise the Panel of the areas of strategy, policy and plan development that are likely to require comment or advice from the Panel during the course of the year. The work programme should also provide scope for the Panel to respond to issues and concerns arising from its communities and to develop its own priorities.

As resources allow, budget is available for the Panel to support activities that clearly contribute to the agreed work programme but the Panel may not access external resources for activities or events, except with the agreement of Council

Membership

A selection process for making nominations for appointment is determined by the Governing Body. Appointments are made by the Mayor with the endorsement of the Governing Body. A Liaison Councillor is appointed by the Mayor.

The term of Panels concludes prior to the next local authority elections.

A Panel member's membership will lapse if one or more of the disqualifying matters set out in clause 5(2) of Schedule 2 to the Local Government (Auckland Council) Act 2009 (see Appendix 2) applies to the Panel member.

Where a member fails to attend a significant number of meetings, or otherwise perform their duties as a member, the Chair needs to raise the issue of expectations about performance with the member and if necessary with the Manager Democracy Services. Consideration should be given at the time of reappointment of members to the issue of continued absences from panel business.

Meetings

The Panel is required to meet at least 6 times per annum, at a time deemed convenient to all members.

Additional meetings can be scheduled and resourced as part of the agreed work programme. Council will provide any additional support – staff, meeting venues and / or other costs towards the meetings based on prior agreement.

Meeting fees will be paid for 6 business meetings per annum, plus additional meetings agreed as necessary to deliver the annual work programme or otherwise agreed with Council.

Quorum

The quorum required for an ordinary business meeting of a full panel will be half the current members if the number of members is even and a majority if the number of members is odd.

Attendance at meetings

The designated Liaison Councillor for the Panel and other elected members may attend at any time, along with the Lead Support Officer, Principal Advisor – Advisory Panels, and other Council staff relevant to the business of the Panel.

Meeting protocols

The Governing Body will appoint an interim chairperson for the first three business meetings of the Panel. The Panel must then confirm or elect a chairperson and elect a deputy chairperson. The Chairperson is responsible for chairing all Panel meetings.

Panel members will determine at their first meeting as a Panel whether all future Panel meetings are to be open to the public.

The Panel may request presentations from external organisations and individuals as they relate to the agreed work programme. Members of the public and media may request to attend panel meetings. Requests will be subject to approval by the Chair in consultation with the Lead Support Officer. The Panel may host (up to 2 times per year) “community summits” (or other appropriate event) to give direction to the Panel’s work programme. Wherever possible, these events will be integrated with Council’s programme, so that they enhance and inform and do not duplicate other Council engagement and consultation activities.

Costs towards such events will be met from Democracy Services cost centres within approved budgets.

Panel meetings will be less formal than Governing Body committee meetings however it is important that any decisions made by a Panel are clearly captured in the minutes of the meeting as resolutions of the Panel. Motions do not require seconders unless deemed necessary by the Chair. The Panel will aim for consensus but, if deemed necessary, the Chair may call for a decision to be made through majority vote. Should the vote be deadlocked, the Chair shall cast the deciding vote. The minutes of a meeting will be confirmed at the following meeting.

Media

Responding to Media enquiries

The Chairperson will act as the media spokesperson for the Panel where the collective view of the Panel is being sought by media.

The Panel may, upon discussion, nominate one member to be an additional spokesperson on specific issues along with the Chairperson. Further, if required and depending on the issue, expertise may be drawn from the Panel and any member of the Panel may be designated to speak on the issue along with the spokesperson.

The Chairperson, the additional spokesperson and where necessary, the member(s) with the particular expertise and/or particular cultural relevance will be provided briefings/key messages in regards to media enquiries. This information will be provided by the Council and/or by the Panel Chairperson where appropriate.

Process for receiving Media enquiries

To ensure clear and consistent communication, all media enquires must first be logged through Council's Communication and Public Affairs group. The group will confirm a primary contact, who will be responsible for organising media enquiries and ensuring that Panel members, liaison Councillor or Council officers respond to media enquiries where appropriate. Media requests received by Panel members are to be directed to the Communication and Public Affairs group, as well as the Chairperson of the Panel.

Media Representation

Where a media enquiry seeks an individual Panel member's views, the Panel member will:

- (a) make clear that the views presented represent the personal views of the individual member;
- (b) ensure that information presented is consistent with information given to the Panel;
- (c) maintain the integrity of the parties at all times.

Submissions

Panel advice will contribute to Council decision-making, but panels will not make formal submissions on Council strategies, policies and plans, for example, the Long Term Plan.

In their advisory role to the Council, Panels may have input to submissions made by the Council to external organisations but do not make independent submissions, except as agreed with Council.

This does not prevent individual members being party to submissions outside their role as Panel members.

Panel resourcing

The level of budget provided to the Panel annually will be set by the Council. All Panel members will receive a payment as determined by Council on the basis of the Auckland Council Fees Framework and Expenses Policy for Appointed Members. The Council will reimburse personal expenditure incurred in conducting Panel business, in line with the Expenses Policy.

Budget may be available to support delivery of the work programme. This will be negotiated through the Lead Support Officer.

Engagement with the Council

The key relationships for the Panel will be with the Mayor, Liaison Councillor, Lead support Officer and Principal Advisor – Advisory Panels. Each Panel is assigned a Liaison Councillor and Lead Support Officer. The Principal Advisory – Advisory Panels works with all Panels.

Role of Liaison Councillor

The role of the liaison councillor is to:

- provide political advice to the Panel
- advise the Mayor on Panel issues
- be a key link with the Governing Body and its committees

Role of Lead Support Officer

The role of the lead support officer is to:

- advise the Chair on the work programme
- co-ordinate development of the work programme
- act as a conduit with relevant parts of organisation
- attend pre-meeting briefings with the Chair
- highlight potential issues and risks
- sit next to the Chair in meetings in order to provide advice as appropriate
- ensure guidance and advice from the Panel is clearly captured
- provide subject matter expertise
- support the liaison councillor

Role of Principal Advisor – Advisory Panels

The role of the Principal Advisor – Advisory Panels is to:

- negotiate and broker work programmes between each Panel and the Council
- ensure work programmes are signed off by the Regional Strategy and Policy Committee
- co-ordinate monitoring and reporting of progress on work programmes to the Regional Strategy and Policy Committee

- facilitate working across Panels, including at least two joint meetings per year, and identify opportunities for more interaction between Panels, councillors, Local Boards and CCOs
- establish and oversee processes for communication between panels and communities
- arrange recruitment and induction of members
- provide a comprehensive report on Panels at the end of the Council term.

Review

The form and functioning of the Panel may be reviewed prior to or after, the end of the Panel term in September 2016.

Appendix 1: Local Government (Auckland Council) Amendment Act 2010

Clause 5 of Schedule 2

5 Qualifications of members

- (1) To be a member of the board, a person must -
 - (a) be a natural person; and
 - (b) consent to being appointed to the board; and
 - (c) not be disqualified under sub clause (2)

- (2) The following persons are disqualified from being members:
 - (a) a person who is under 18 years of age;
 - (b) a person who is an undischarged bankrupt;
 - (c) a person who is prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the Companies Act 1993, or the Securities Act 1978, or the Securities Markets Act 1988, or the Takeovers Act 1993;
 - (d) a person who is subject to a property order under the Protection of Personal and Property Rights Act 1988;
 - (e) a person in respect of whom a personal order has been made under that Act that reflects adversely on the person's –
 - (i) competence to manage his or her own affairs in relation to his or her property; or
 - (ii) capacity to make or to communicate decisions relating to any particular aspect or aspects of his or her personal care and welfare;
 - (f) a person who has been convicted of an offence punishable by imprisonment for a term of 2 years or more, or who has been sentenced to imprisonment for any other offence;
 - (g) a current member of Parliament;
 - (h) a current Auckland councillor or current local board member;
 - (i) a person who is disqualified under another Act.